

SCHEDULE 25.001

FY2004 FULL COST ALLOCATION PLAN

CITY OF HOUSTON

POLICE - RECORDS

NATURE AND EXTENT OF SERVICES

The Records Division of the Police Department provides Records Management services to other City departments as well as the Police Department. The cost related to the services to other City departments is to be treated as "payment" by the Police Department, thus the Police Department is credited for the cost of services while the departments that have been served by the Division are charged for the cost, and the basis of allocation is the number of reports.

City of Houston, Texas
FY 2004 Full Cost Alloc. Plan
POLICE. RECORDS
Costs to be allocated

	1st Allocation	2nd Allocation	Sub-total	Total
Expenditures per financial statement:				
Departmental cost adjustments:				
POLICE RECORDS	902,045			
Total departmental cost adjustments:	902,045			902,045
Total to be allocated:	\$902,045			\$902,045
	=====			=====

City of Houston, Texas
FY 2004 Full Cost Alloc. Plan
POLICE. RECORDS
Schedule of costs to be
allocated by function

	Total General & admin	RECORDS MGMT
Cost adjustments		

Departmental cost adjustments		
POLICE RECORDS	\$902,045	\$902,045
Functional cost	902,045	902,045
Allocable costs	902,045	902,045
1st Allocation	902,045	902,045
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Total allocated	\$902,045	\$902,045
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City of Houston, Texas
FY 2004 Full Cost Alloc. Plan
POLICE. RECORDS
Detail allocation of
RECORDS MGMT

User Department	Allocation Units (A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
MAYOR-EXECUTIVE	4,520	42.957	\$387,497		\$387,497		\$387,497
LEGAL	1,675	15.919	143,597		143,597		143,597
PW ECRE. ADMIN	10	0.095	857		857		857
POLICE				(902,045)	(902,045)		(902,045)
FIRE	75	0.712	6,430		6,430		6,430
PW & ENG. OTHER	811	7.707	69,527		69,527		69,527
PW FLEET MGT/118	104	0.988	8,916		8,916		8,916
HOUSTON TRANSTAR	28	0.266	2,400		2,400		2,400
PW DRAIN MGT/227	249	2.366	21,347		21,347		21,347
PW PUB UTIL./701	2,738	26.021	234,727		234,727		234,727
PW ECRE. DESIGN	146	1.387	12,516		12,516		12,516
PW ECRE. REAL ES	17	0.161	1,457		1,457		1,457
PW ECRE. PLANNIN	15	0.149	1,286		1,286		1,286
AVIATION	56	0.532	4,801		4,801		4,801
PARKS & RECREAT	27	0.256	2,315		2,315		2,315
HEALTH/HUMAN SVS	51	0.484	4,372		4,372		4,372
Subtotal	10,522	100.000	902,045	(902,045)			
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Direct Billed				902,045	902,045		902,045
Total	10,522	100.000	\$902,045		\$902,045		\$902,045
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(A) Alloc basis: Number of Reports

Source: Police Department Report

City of Houston, Texas
FY 2004 Full Cost Alloc. Plan
POLICE. RECORDS
Departmental Cost
Allocation Summary

	Total	RECORDS MGMT
MAYOR-EXECUTIVE	\$387,497	\$387,497
LEGAL	143,597	143,597
PW ECRE. ADMIN	857	857
POLICE	(902,045)	(902,045)
FIRE	6,430	6,430
PW & ENG. OTHER	69,527	69,527
PW FLEET MGT/118	8,916	8,916
HOUSTON TRANSTAR	2,400	2,400
PW DRAIN MGT/227	21,347	21,347
PW PUB UTIL./701	234,727	234,727
PW ECRE. DESIGN	12,516	12,516
PW ECRE. REAL ES	1,457	1,457
PW ECRE. PLANNIN	1,286	1,286
AVIATION	4,801	4,801
PARKS & RECREAT	2,315	2,315
HEALTH/HUMAN SVS	4,372	4,372
 Direct Billed	 902,045	 902,045
 Total	 \$902,045	 \$902,045
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